

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND POSITION DESCRIPTION

POSITION TITLE: LIVE-IN (Residence Hall)
Extended School Day Program--Visually Impaired, Hearing Impaired,
Multiply Disabled, Independent Living Program, or Supervisor of
Student Activity Center

POSITION LOCATION: ASDB-Tucson

POSITION REPORTS TO: Dean (VI, HI, ILP), Coordinator of PE/Athletics

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High School diploma or GED; experience with children in day camp or leisure time activities (Supervisor of SAC); beginning sign language skills if working with HI students. All positions required to have CPR and CIT training or be certified within 90 days of employment.

PREFERRED QUALIFICATIONS: One year or more of college course work in the area of child development, psychology, special education, rehabilitation, and/or related fields; experience supervising children; CPR or lifesaving techniques; advanced sign language skills if working with HI children; experience and/or course work in recreation planning (Supervisor of SAC).

MAJOR DUTIES AND RESPONSIBILITIES: Supervise individual students and small group activities in the residence hall during working hours; be present in the residence hall during overnight hours in the event of an emergency; lift and transfer non-ambulatory students; supervise students and help them develop appropriate social/emotional behaviors; teach dressing, personal hygiene, and domestic skills; implement established behavior management programs; teach recreational/leisure; safely lift and transport non-ambulatory students; any other related duties as assigned.

ILP: Act as apartment manager in an independent living residence hall for hearing impaired and visually impaired students. Fifteen hours of work a week during posted hours to include: Maintaining and improving condition of living environment; renting out rooms and equipment; collecting and accounting for deposits and rent, and making refunds; inventorying number and condition of room furnishings and equipment; maintaining and producing business records for banking and payroll systems. Check each resident into his/her room; conduct periodic inspections of common areas; conduct monthly fire drills and report; suggest and carry out ideas for improvement; knowledge of practical independent living skills, and attend ILP committee; any other related duties as assigned.

Supervisor of SAC: Plan and conduct small and large group activities; provide supervision for hearing impaired, visually impaired, and multiply disabled students; care for and monitor the use of the SAC equipment, i.e., stereo, television, VCR, decoder; provide advisory assistance to student-run snack bar; report on activities to the Director of Student Life on a weekly basis; any other related duties as assigned.

KNOWLEDGE AND SKILLS: Ability to analyze a situation and take appropriate action; knowledge of behavior management strategies.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Contract/Non Compensable</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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